

# **IMAS Project**

**2019-1-ES01-KA201-065104**

## **Evaluation report**

Kick of Meeting

Málaga - Spain

Date: November 7 and 8, 2019

Version:4

In this evaluation report all questions will be evaluated through a concise analysis supported with several diagrams. All 13 questions are answered by 85 participants of the meeting. In this report all questions will be evaluated separately (so N=5 at all questions). At the end of this evaluation report a general analysis of the findings concerning this Kick off Meeting will be given at question 130.

## Document Info

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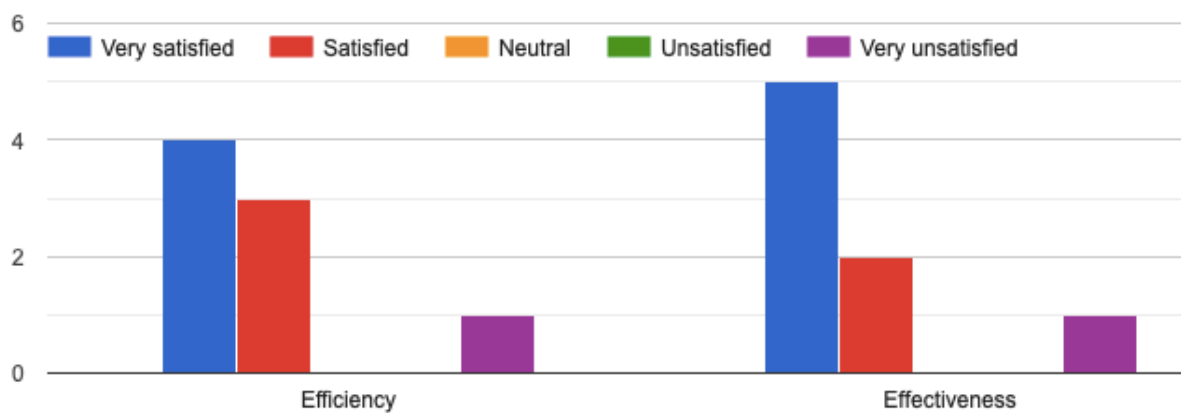
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## Question 1 – Efficiency and Effectiveness

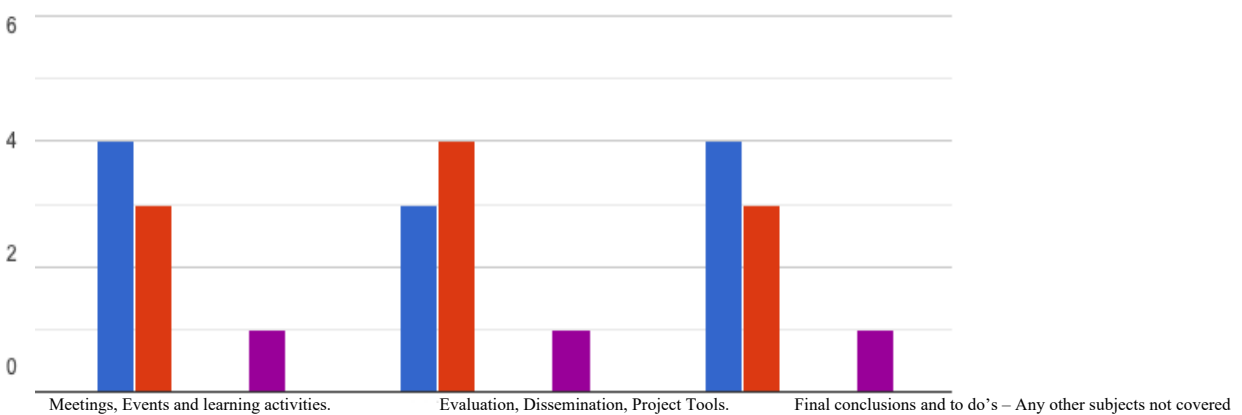
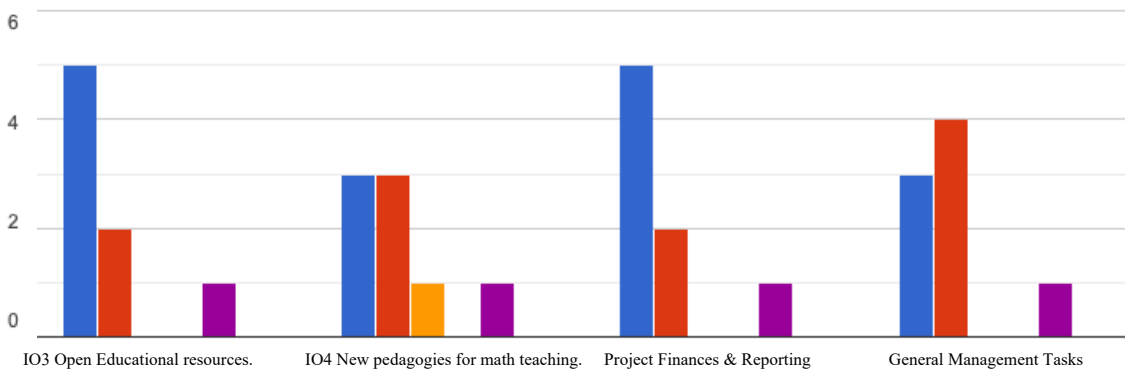
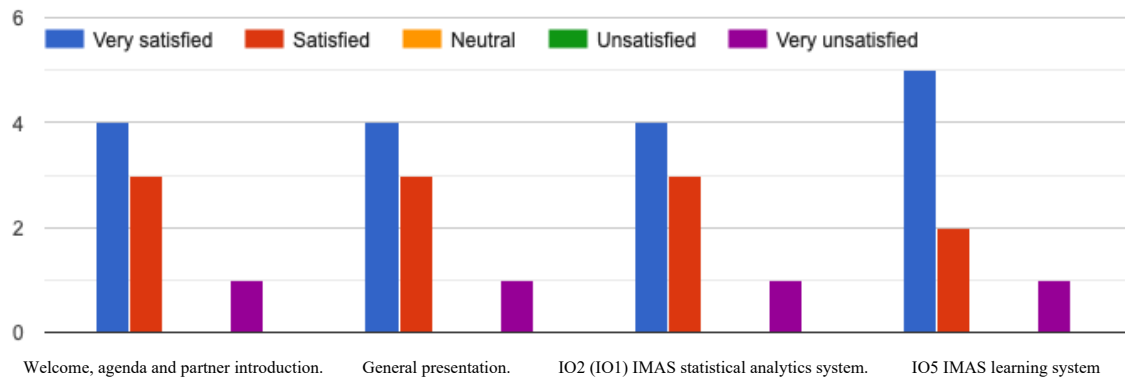
The Kick off meeting of the IMAS project was held in Málaga on the 7th and 8th of November 2019. Please indicate your opinion concerning the efficiency (meeting process) and the effectiveness (meeting outcome) of the meeting.



Regarding to the diagram the effectiveness of the meeting and efficiency of the meeting were reviewed almost evenly, so both were very sufficient. *NOTE! We think there was “one mistake” because “very unsatisfying” was voted once, but no remarks were made related to that. Also looking into the other opinions in this question of the evaluation it seems to be all positive (also related to the remarks made).*

## Question 2 – Satisfied with Project activities

Are you satisfied with the way the project activities took place at the Kick off meeting in November 2019? Was this in a clear and open way within the partnership and between project partners?

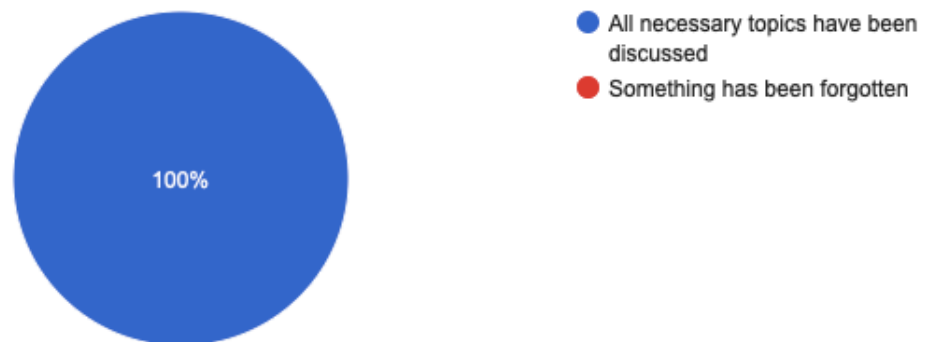


In general, the outcomes of this question is positive again. IO3 is reviewed ‘neutral’ once. The rest is almost all ‘satisfied’ and ‘very satisfied’. Again, one person stated to be very unsatisfied with the meeting topics, but regarding the fact no remarks were made we think again this is not that reliable.

## Question 3 – Topics coverage

Have all necessary topics been discussed in the meeting in Málaga or has anything been forgotten?

8 responses

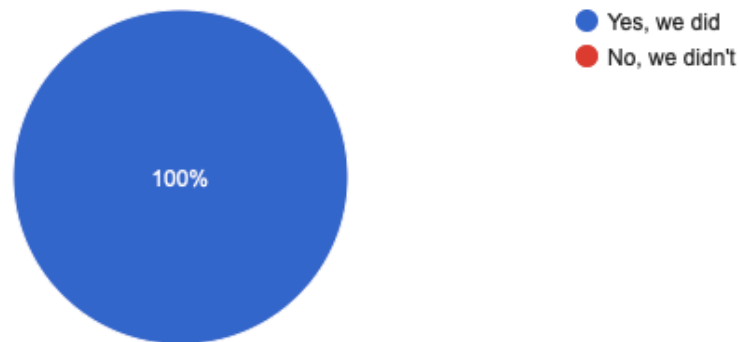


Concerning the necessary topics, it seems that all necessary topics have been discussed with each other and nothing has been forgotten. The agreement is made that everyone can contact each other if there arise any questions.

## Question 4 – Leave meeting

Did you (and your organisation), at the end of this Kick off meeting, left with a clear role and clear tasks?

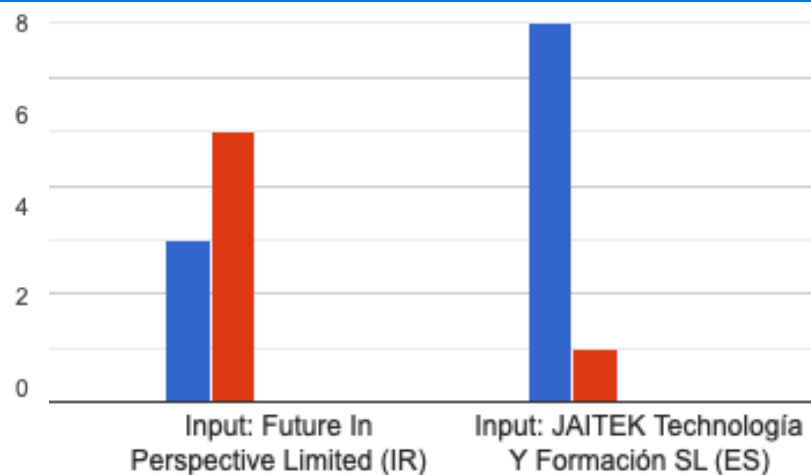
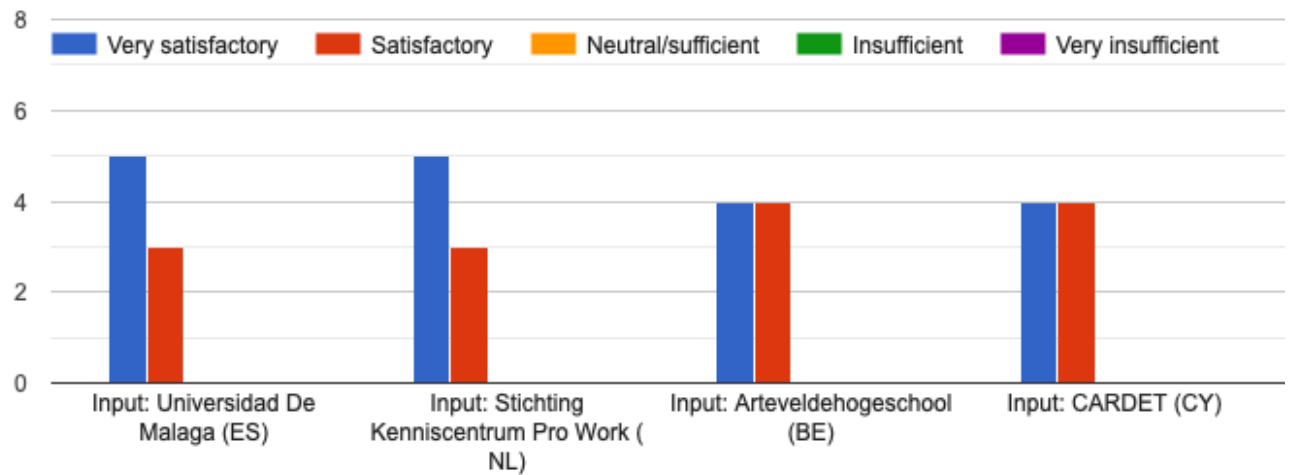
8 responses



The majority of the population left with a clear role and clear tasks. No one stated “No, we didn’t”.

## Question 5 – Active participation

Since there has been one meeting currently, how do you evaluate the active participation of all partners in the project so far?



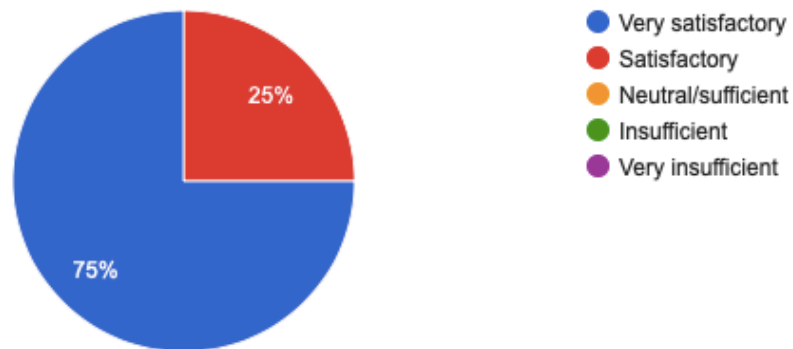
The active participation has been reviewed positively in general, the participants rated the active participation with ‘very satisfactory’, and ‘satisfactory’. The inputs for JAITEK, Tecnología y Formación (ES) was really satisfactory where the rest, Stichting Kenniscentrum PRO WORK (NL), ARTEVELDEHOGESCHOOL (BE) and CARDET (CY), FIPL (IR) and UMA (ES) been reviewed as half/half very satisfactory and satisfactory.



## Question 6 – Hosting organisation

What is your opinion about the hosting organisation of this Kick off meeting in Málaga by Universidad De Málaga? Was this meeting well organised (f.e. meeting location, accessibility, welcome, signage, facility services, schedule and coordination of the meeting (agenda meeting))?

8 responses



It seems that all were (very) satisfied about the hosting organisation. Also, the remark that has been made is very positive.

## Question 7 – Promises

Did all partners keep the made promises so far and fulfill their tasks as planned and agreed in the start of the project and during this first meeting?

8 responses

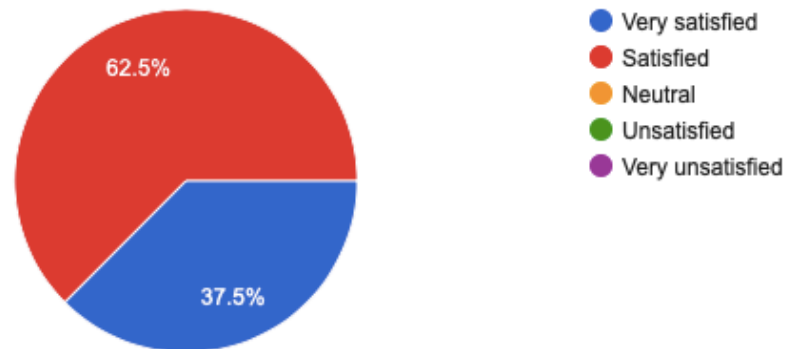


All partners agreed on the statement that every partner has fulfilled their tasks before and during the meeting. The remark states that some activities have already been carried out and supports the outcome of the question.

## Question 8 – Quality of development

What is your opinion about the quality of the development of teamwork and partner cooperation in the project so-far (both during the start-up phase and the Kick off meeting)? I'm...

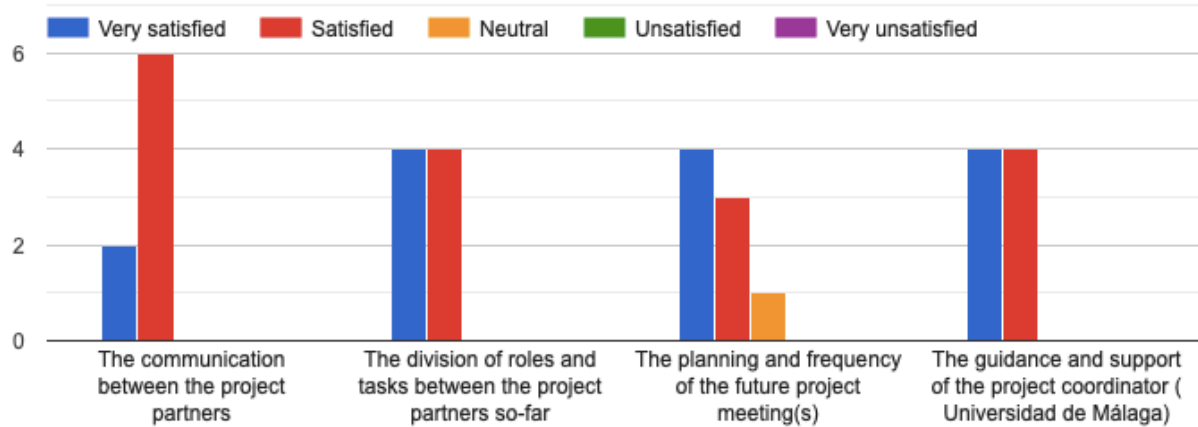
8 responses



Just over half of the group reviewed the quality of the development with 'satisfied'. The other two participant reviewed the quality of development with 'very satisfied'. The remark that has been made states the good cooperation between the partners.

## Question 9 – Statements satisfaction

Please answer the following statements. I'm satisfied with...



We saw from the answers that the communication was set up well. Division of roles and tasks were clear so far. The only remark was that it is maybe a good idea to check each other through digital video conferencing to make sure all partners are on the right track. The division of roles and tasks were both satisfactory. Also, the planning and frequency was satisfactory. The guidance and support from UMA was rated as satisfactory.

## Question 10 – General opinion

What is your general opinion about the project progress and process so far (especially regarding project activities within the work packages, project content, etcetera)? Please describe your opinion in the text box below:

7 responses

We have much work already done and it will be easier to start performing scheduled tasks.

The project will last for 3 years and considering that in my opinion all the tasks been schedule well, we all have a clear idea of how we proceed and in general we were very well prepared for the kick off meeting

I think the team is working in a collaborative way and every partner is an expert in the task they have to develop. Thus, everyone is going to feel comfortable enough with the content of the project each one has to work in. I was very surprised how the project had progressed so far in the kick-off meeting.

The project seems to me very interesting. We're just in the beginning. Therefore I can't say much about the progress. I do see that there will be peak moments in the next years in terms of workload.

I think the first meeting was very successful. The project was presented well, and a detailed discussion was held about each of the intellectual outputs and management tasks. We felt the tasks for the next meeting and next steps in the project were clear.

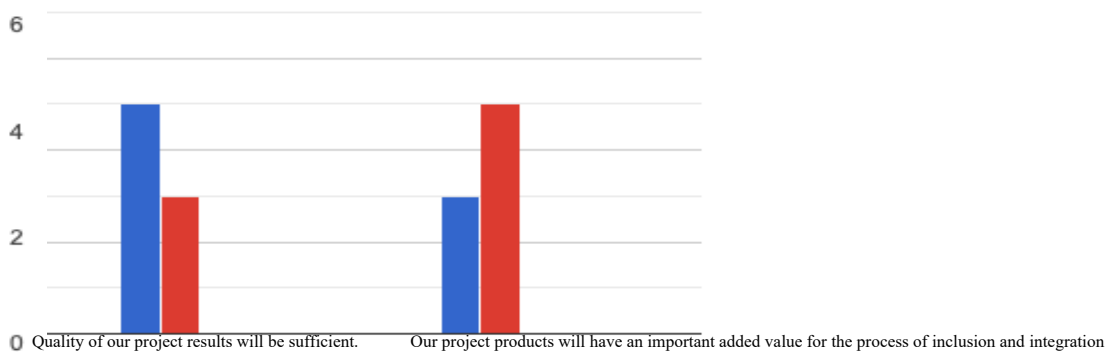
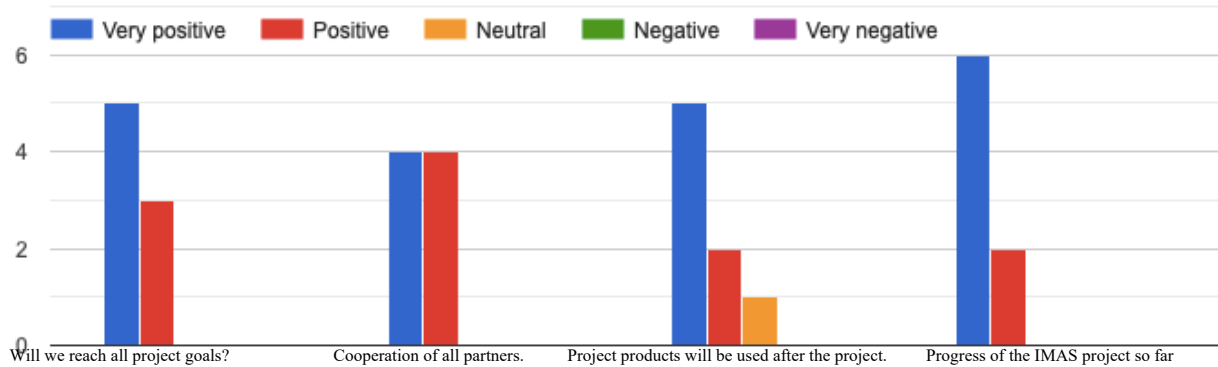
I think we all had some great input, still we just started, so progress on work packages etc. are not applicable. We started off great, now we need to keep this up!

I think the process is on schedule. The meeting was helpfull, I think it is more clear for everyone what the tasks are, they have to work on. During the project activities evrybody got to know each other better, also in a professional way (qualities).

Overall, all partners were satisfied about the project progress and process so far. Everything was presented well, and all partners had some great input. And all tasks are been scheduled well.

## Question 11 – Opinions of the process and team

Please give your opinion until now, by grading the following statements:



The partnership includes some 'new' members that not known each other at the beginning of the project. In despite of this, we feel that a very good basis for having a good team and we think that a collaboration has been established.

In general, the grading of the six statements was positive. The statements about 'reaching project goals within period', 'quality of the project will be sufficient' and 'products of the project have an added value' are (very) positive with only one neutral.

## Question 12 – Suggestions for improvement

Do you have any suggestions to improve the project cooperation (f.e. future meetings, communication, mutual agreements ) and/or the project results at the start phase of the IMAS project?

7 responses

I think the mid-december videoconference is a MUST for better organization. We should keep doing videoconferences between each meeting.

So far so good. I don't have any suggestions.

I miss having a synchronic tool to communicate between us, e.g.: Slack

/

No suggestions at the moment

n/a

I think the cooperation went very well. Decisions were only made when everybody agreed and there was enough space given to share your opinion.

Overall we think that everything was good and the cooperation went very well, only the two remarks were that we maybe using a communication tool for example Slack and that we have a videoconference mid-December for a better organization.

## Question 13 – Additional remarks

If you feel anything has been forgotten or in case you have any questions or comments with respect to this questionnaire or the project progress/process/content, please add your remarks here!

4 responses

n/a

/

No remarks.

Regarding to the additional remarks and the rest of the answers, it seems that the Kick off Meeting was a success, all topics have been discussed, the hosting organisation did great and all partners kept their promises before and during this activity. All the agreements that have been made are clear. Additional information is needed for the shared platform and details are needed for the dissemination. The rest of the participants seem to be positive about this meeting and left with clear role and clear tasks.

Some suggestions have been made about:

- Maybe the use of Slack or a tool for discussion;
- Mid December conference through skype or adobe;
- Please keep in mind while filling the next survey to fill out the actual opinion you have (because we think someone mistaken the very satisfied with the very unsatisfied) or give remarks concerning your opinion if necessary!
- 

All partners seem to look forward to the future of this project.